TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #:NAS8-01121 UPN:	TASK ORDER #: SD40-00-007 DATE: 10/12/01

Program/Project/Office: CDM Support for QMI-SACA Project

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CM and DM support to the QMI-SACA Project.

The contractor shall provide Configuration Management (CM) and CM-related support to the QMI-SACA Project. Specific tasks include:

1) Prepare and coordinate approval of the QMI-SACA Configuration Management Plan and review CM plans and contractor CM documentation for appropriate CM requirements inclusion.
2) Provide configuration control IAW MWI 8040.2 and 8040.3. Process changes (ECR, EO, FEO, ECP, CR, Deviation/Waiver, etc.) from receipt, through the evaluation process, through the CCB and approve/disapprove process, through the release steps, and finally to the repository for retention.
3) Maintain the master change file, Program Control Number (PCN) file.
4) Provide a Configuration Control Board Secretariat to serve as a CCB member.
5) Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~ *TV 10/12/01*

OC 10/12/01

Quality records will be maintained IAW MPG1440.1

All Project technical reviews in the milestones are subject to Project schedules. *JM 10/14/01*

SCHEDULE AND/OR MILESTONES:
   CM Support for QMI SACA

1)	Draft CMP for QMI-SACA	10/26/01
2)	Draft Charter letter for CCB	11/1/01

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 – 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: SD40-00-003
UPN:	DATE: 10/12/01

Program/Project/Office: CDM Support for Biotech Program

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the Biotech Program CDM support. **This task order covers BOPCG, OPCGA, BIC, EGN, Delta-L, MGM, and IBC.**

TV 10/12/01

1. Develop in-house CM Plans in accordance with MWI 8040.1 in support of all Programs/Projects. Review all Out-of-house CM deliverables to assure conformance with contractual requirements.
2. Provide a formal change control system for the management of all developed items. All changes to hardware and software configuration baselines will be formally controlled as specified in MWI 8040.2.
3. Provide a secretariat for each Program/Project to process change packages, prepare CCB Agenda's, schedule CCB meetings, and prepare minutes. This effort will be performed in accordance with MWI 8040.1 and MWI 8040.3.
4. Provide Configuration status accounting as specified in MPG 8040.1 by using the MSFC Change Processing Tracking, and Accounting System (CPTAS). Implementation and utilization of CPTAS shall be as specified in MSFC-MNL-1951.
5. Support all technical design reviews. Establish and maintain the Review Item Discrepancy database in accordance with MSFC-MNL-2110.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~

TV 10/12/01
Ac 10/12/01
Jm 10/12/01

SCHEDULE AND/OR MILESTONES:

Project:

~~DCPCG - Review CMP 12/01 - Review CM Plan 6/02~~   *TV 10/12/01 Jm 10/12/01*
OPCGA - B/L 12/01 - Review CMP 6/02   *Agreed by PM*
EGN -   B/L, part of Project plan
MGM III - B/L - Review CMP 2/02
Delta-L - B/L - Review CMP 2/02
BIC -   B/L - Review CMP 2/02
'BC -   B/L – Review CMP 2/02

NC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: CD30-00-001R1
UPN:	DATE: *11-30-01*

Program/Project/Office: Technology Transfer Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Office.

1. In accordance with CD30-OWI-001, PWI will maintain and update NASA databases, such as the NASA Technology Tracking System (TechTracS), Information Technology (IT), and Technology Inventory databases. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, as well as creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives.

2. In accordance with CD30-OWI-001, PWI will support the MSFC Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) team, including coordination with MSFC Program/Project contacts, Contracting Officer's Technical Representative (COTRs), Procurement, and other NASA centers, as needed. PWI will use NASA's Electronic Handbook (EHB) and Excel to provide reports on SBIR/STTR solicitation development and proposal rankings, and will use TechTracS for SBIR/STTR contract data.

3. In accordance with CD30-OWI-001, PWI will perform data maintenance, tracking, analyses, and validation of documentation to support Commercialization Assistance Team (CAT) and Software Usage Agreement (SUA) activities. PWI will provide MSFC inputs to update and maintain TechTracS, and other relevant databases. Also, PWI will create, as needed, and maintain web-based data sources which contribute to new technology reporting, publication, and commercialization.

4. In accordance with CD30-OWI-001, PWI will develop and review documentation, as needed, by the Technology Transfer Department, using the SBIR/STTR EHB and TechTracS, as needed.

5. In accordance with CD30-OWI-001, PWI will provide support to internal and external meetings, provide minutes and corresponding follow-on actions as required, by the Technology Transfer Department.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~

SCHEDULE AND/OR MILESTONES:

Provide TechTracs (TTS) Database Report (SUA/Lic/NTR/Compliance) – 01/31/02, 03/31/02, and 06/30/02
Develop SBIR/STTR report – 01/31/02, 08/31/02
Update/Input SBIR/STTR contract data to TechTracS – 01/31/02
Generate Royalty/Annual Report Reminder Letters – 01/31/02, 03/31/02, 06/30/02
Complete "Patents Available for Licensing" project – 08/31/02
Identify TTS data gaps to improve reporting capabilities – 08/31/02
Implement automatic TechTracS action reminder enhancements – 08/31/02
Complete FY02 Technology Inventory Database Input – 08/31/02
Provide TTD meeting minutes – 01/31/02, 03/31/02, 06/30/02
Develop/review documentation for the Technology Transfer Department – 01/31/02, 08/31/02
Review Task Order/Implementation Plan – 03/01/02

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
WBS: 1.5	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: CD30-00-001R2
UPN:	DATE: 3/12/02 TV

Program/Project/Office: Technology Transfer Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Office.

1. In accordance with CD30-OWI-001, PWI will maintain and update NASA databases, such as the NASA Technology Tracking System (TechTracS), Information Technology (IT), and Technology Inventory databases. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, as well as creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives.

2. In accordance with CD30-OWI-001, PWI will support the MSFC Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) team, including coordination with MSFC Program/Project contacts, Contracting Officer's Technical Representative (COTRs), Procurement, and other NASA centers, as needed. PWI will use NASA's Electronic Handbook (EHB) and Excel to provide reports on SBIR/STTR solicitation development and proposal rankings, and will use TechTracS for SBIR/STTR contract data.

3. In accordance with CD30-OWI-001, PWI will perform data maintenance, tracking, analyses, and validation of documentation to support Commercialization Assistance Team (CAT) and Software Usage Agreement (SUA) activities. PWI will provide MSFC inputs to update and maintain TechTracS, and other relevant databases. Also, PWI will create, as needed, and maintain web-based data sources which contribute to new technology reporting, publication, and commercialization.

4. In accordance with CD30-OWI-001, PWI will develop and review documentation, as needed, by the Technology Transfer Department, using the SBIR/STTR EHB and TechTracS, as needed.

5. In accordance with CD30-OWI-001, PWI will provide support to internal and external meetings, provide minutes and corresponding follow-on actions as required, by the Technology Transfer Department.

6. PWI will develop, maintain, integrate, and update tools used to control and track the status of Technology Transfer initiatives and activities in the following areas: graphics/illustrations, Technology Transfer web site responsibility, and multimedia support.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of~~ ℓ
~~Performance specified below requires a minimum of 30 days written notice.~~ℓ ⟋ TV ᴅᴿᴵ

The reason for revision #2 to the Task Order - the addition to the staffing requirements (Senior Engineer).

SCHEDULE AND/OR MILESTONES:

Provide TechTracs (TTS) Database Report (SUA/Lic/NTR/Compliance) – 01/31/02, 03/31/02, and 06/30/02
Develop SBIR/STTR report – 01/31/02, 08/31/02
Update/Input SBIR/STTR contract data to TechTracS – 01/31/02
Generate Royalty/Annual Report Reminder Letters – 01/31/02, 03/31/02, 06/30/02
Complete "Patents Available for Licensing" project – 08/31/02
Identify TTS data gaps to improve reporting capabilities – 08/31/02
Implement automatic TechTracS action reminder enhancements – 08/31/02
Complete FY02 Technology Inventory Database Input – 08/31/02
Provide TTD meeting minutes – 01/31/02, 03/31/02, 06/30/02
Develop/review documentation for the Technology Transfer Department – 01/31/02, 08/31/02
Review Task Order/Implementation Plan – 03/01/02

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
WBS: 1.5	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121 UPN:	TASK ORDER #: CD30-00-001R2 DATE: 3/12/02 TV

Program/Project/Office: Technology Transfer Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Office.

1. In accordance with CD30-OWI-001, PWI will maintain and update NASA databases, such as the NASA Technology Tracking System (TechTracS), Information Technology (IT), and Technology Inventory databases. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, as well as creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives.

2. In accordance with CD30-OWI-001, PWI will support the MSFC Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) team, including coordination with MSFC Program/Project contacts, Contracting Officer's Technical Representative (COTRs), Procurement, and other NASA centers, as needed. PWI will use NASA's Electronic Handbook (EHB) and Excel to provide reports on SBIR/STTR solicitation development and proposal rankings, and will use TechTracS for SBIR/STTR contract data.

3. In accordance with CD30-OWI-001, PWI will perform data maintenance, tracking, analyses, and validation of documentation to support Commercialization Assistance Team (CAT) and Software Usage Agreement (SUA) activities. PWI will provide MSFC inputs to update and maintain TechTracS, and other relevant databases. Also, PWI will create, as needed, and maintain web-based data sources which contribute to new technology reporting, publication, and commercialization.

4. In accordance with CD30-OWI-001, PWI will develop and review documentation, as needed, by the Technology Transfer Department, using the SBIR/STTR EHB and TechTracS, as needed.

5. In accordance with CD30-OWI-001, PWI will provide support to internal and external meetings, provide minutes and corresponding follow-on actions as required, by the Technology Transfer Department.

6. PWI will develop, maintain, integrate, and update tools used to control and track the status of Technology Transfer initiatives and activities in the following areas: graphics/illustrations, Technology Transfer web site responsibility, and multimedia support.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of~~ *e* ~~Performance specified below requires a minimum of 30 days written notice.~~ TV *DAT*

The reason for revision #2 to the Task Order - the addition to the staffing requirements (Senior Engineer).

SCHEDULE AND/OR MILESTONES:

Provide TechTracs (TTS) Database Report (SUA/Lic/NTR/Compliance) – 01/31/02, 03/31/02, and 06/30/02
Develop SBIR/STTR report – 01/31/02, 08/31/02
Update/Input SBIR/STTR contract data to TechTracS – 01/31/02
Generate Royalty/Annual Report Reminder Letters – 01/31/02, 03/31/02, 06/30/02
Complete "Patents Available for Licensing" project – 08/31/02
Identify TTS data gaps to improve reporting capabilities – 08/31/02
Implement automatic TechTracS action reminder enhancements – 08/31/02
Complete FY02 Technology Inventory Database Input – 08/31/02
Provide TTD meeting minutes – 01/31/02, 03/31/02, 06/30/02
Develop/review documentation for the Technology Transfer Department – 01/31/02, 08/31/02
Review Task Order/Implementation Plan – 03/01/02

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
WBS: 1.5	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	**TASK ORDER #:** CD30-00-001R R3
UPN: 251-30-07	**DATE:** 5-20-02

Program/Project/Office: Technology Transfer Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Office.

1. In accordance with CD30-OWI-001, PWI will maintain and update NASA databases, such as the NASA Technology Tracking System (TechTracS), Information Technology (IT), and Technology Inventory databases. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, as well as creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives.

2. In accordance with CD30-OWI-001, PWI will support the MSFC Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) team, including coordination with MSFC Program/Project contacts, Contracting Officer's Technical Representative (COTRs), Procurement, and other NASA centers, as needed. PWI will use NASA's Electronic Handbook (EHB) and Excel to provide reports on SBIR/STTR solicitation development and proposal rankings, and will use TechTracS for SBIR/STTR contract data.

3. In accordance with CD30-OWI-001, PWI will perform data maintenance, tracking, analyses, and validation of documentation to support Commercialization Assistance Team (CAT) and Software Usage Agreement (SUA) activities. PWI will provide MSFC inputs to update and maintain TechTracS, and other relevant databases. Also, PWI will create, as needed, and maintain web-based data sources which contribute to new technology reporting, publication, and commercialization.

4. In accordance with CD30-OWI-001, PWI will develop and review documentation, as needed, by the Technology Transfer Department, using the SBIR/STTR EHB and TechTracS, as needed.

5. In accordance with CD30-OWI-001, PWI will provide support to internal and external meetings, provide minutes and corresponding follow-on actions as required, by the Technology Transfer Department.

6. PWI will develop, maintain, integrate, and update tools used to control and track the status of Technology Transfer initiatives and activities in the following areas: graphics/illustrations, Technology Transfer web site responsibility, and multimedia support.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The reason for revision #2 to the Task Order – the addition to the staffing requirements (Senior Engineer).

The reason for revision #3 is to remove a Senior Engineer and to add a Senior CDM Specialist.

SCHEDULE AND/OR MILESTONES:

Provide TechTracs (TTS) Database Report (SUA/Lic/NTR/Compliance) – 01/31/02, 03/31/02, and 08/30/02
Develop SBIR/STTR report – 01/31/02, 08/31/02
Update/Input SBIR/STTR contract data to TechTracS – 01/31/02
Generate Royalty/Annual Report Reminder Letters – 01/31/02, 03/31/02, 06/30/02
Complete "Patents Available for Licensing" project – 08/31/02
Identify TTS data gaps to improve reporting capabilities – 08/31/02
Implement automatic TechTracS action reminder enhancements – 08/31/02
Complete FY02 Technology Inventory Database Input – 08/31/02
Provide TTD meeting minutes – 01/31/02, 03/31/02, 06/30/02
Develop/review documentation for the Technology Transfer Department – 01/31/02, 08/31/02
Review Task Order/Implementation Plan – 03/01/02

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
WBS: 1.5	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: ED40-00-001 (EL02-004R1/005R1)
UPN: 376-20-13	DATE: 10/12/01

Program/Project/Office: DM Support for Technical Standards Program

TASK DESCRIPTIONS:

The contractor shall provide support to the NASA Technical Standards Program by performing the tasks identified under WBS 1.4 of this contract.

1. NASA Technical Standards Program Manager consultation on technical issues –provide management advice where appropriate.
  * Provide inputs to and overview of all Program key initiatives.
  * Prepare draft white papers on operational technical issues
  * Prepare draft responses for Program Manager on technical issues.
  * Review and provide inputs to Program documents (examples, NPD, NPG, Program Plan, & Document Mgmt Plan)
  * Attend Agency wide and Industry seminars/meetings and make presentations when requested. Prepare draft charts for these meetings.
  * Participate in reviews of web page updates pertaining to all aspects of the Program.
2. NASA Developed Standards Product Support.
  * Reformat draft copies of NASA Developed Standards products.
  * Coordinate with document authors and reviewers in the refinement of the NASA developed documents.
  * Maintain a status of NASA Developed documents.
  *Support the conversion of Center Developed Standards to VCS or NASA developed standard products as Required
3. File and Control any Official Office records that are designated to PWI for Custodian management in accordance with MPG 1440.2.
4. Review lists of standards documents (title, date, current status) recommended for Agency adoption to validate the input. Provide recommended document inputs to the web page manager in appropriate format for adding to the Adopted or Pending Adoption listing on the NASA Technical Standards preferred listing. This includes documents submitted for update notification under SUNS system.
  * Prepare lists of Pending Adoption standard documents to be sent to ESSC members for review and endorsement.
  * Review and prepare updates to the standard products listed on the NASA Preferred Technical Standards listing.
5. Evaluate and provide responses to questions from NASA & Industry personnel pertaining to standards. Also evaluate and provide responses to feedback questions pertaining to the NASA Tech Standards Full Text Technical Standards System.
6. Review and prepare inputs and draft requirement documents pertaining to Program Office initiatives to include awareness and training media material.
7. Access Lessons Learned databases on web site to extract valid lessons learned and provide key words to

facilitate searching.

8. Support the identification of Offices of Primary Responsibility for NASA Technical Standards Products with the NASA and Center databases

SPECIAL INSTRUCTIONS:

Support will be accomplished in collaboration with NASA Technical Standards Program Manager and Staff Members.

SCHEDULE AND/OR KEY MILESTONES:

As established by NASA Technical Standards Program Manager in response to established Program action items.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.4, Cost Control and Customer Satisfaction
WBS: 1.4	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	**TASK ORDER #:** ED40-00-001(EL02-004R1/005R1)
UPN: 376-20-13	**DATE:** 10/12/01

Program/Project/Office: DM Support for Technical Standards Program

TASK DESCRIPTIONS:

The contractor shall provide support to the NASA Technical Standards Program by performing the tasks identified under WBS 1.4 of this contract.

1. NASA Technical Standards Program Manager consultation on technical issues –provide management advice where appropriate.
   * Provide inputs to and overview of all Program key initiatives.
   * Prepare draft white papers on operational technical issues
   * Prepare draft responses for Program Manager on technical issues.
   * Review and provide inputs to Program documents (examples, NPD, NPG, Program Plan, & Document Mgmt Plan)
   * Attend Agency wide and Industry seminars/meetings and make presentations when requested. Prepare draft arts for these meetings.
   * Participate in reviews of web page updates pertaining to all aspects of the Program.
2. NASA Developed Standards Product Support.
   * Reformat draft copies of NASA Developed Standards products.
   * Coordinate with document authors and reviewers in the refinement of the NASA developed documents.
   * Maintain a status of NASA Developed documents.
   *Support the conversion of Center Developed Standards to VCS or NASA developed standard products as Required
3. File and Control any Official Office records that are designated to PWI for Custodian management in accordance with MPG 1440.2.
4. Review lists of standards documents (title, date, current status) recommended for Agency adoption to validate the input. Provide recommended document inputs to the web page manager in appropriate format for adding to the Adopted or Pending Adoption listing on the NASA Technical Standards preferred listing. This includes documents submitted for update notification under SUNS system.
   * Prepare lists of Pending Adoption standard documents to be sent to ESSC members for review and endorsement.
   * Review and prepare updates to the standard products listed on the NASA Preferred Technical Standards listing.
5. Evaluate and provide responses to questions from NASA & Industry personnel pertaining to standards. Also evaluate and provide responses to feedback questions pertaining to the NASA Tech Standards Full Text Technical Standards System.
6. Review and prepare inputs and draft requirement documents pertaining to Program Office initiatives to include vareness and training media material.
   . Access Lessons Learned databases on web site to extract valid lessons learned and provide key words to

facilitate searching.

8. Support the identification of Offices of Primary Responsibility for NASA Technical Standards Products with the NASA and Center databases

SPECIAL INSTRUCTIONS:

Support will be accomplished in collaboration with NASA Technical Standards Program Manager and Staff Members.

SCHEDULE AND/OR KEY MILESTONES:

As established by NASA Technical Standards Program Manager in response to established Program action items.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.4, Cost Control and Customer Satisfaction
WBS: 1.4	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121 UPN:	TASK ORDER #:ED40-00-002 DATE: *10/12/01*

Program/Project/Office: *ED SPECIAL STUDIES*   *TV 10/12/01*

TASK DESCRIPTIONS:
Engineering Directorate support to the X34A Mishap Investigation Board.

In accordance with PWS 1.6, Engineering Directorate Special Studies, PWI will provide the following support to the X34A Mishap Investigation Board.

1. Organize, compile, and distribute all technical documentation;
2. Create, maintain, and document schedules required to ensure technical presentation for action closure deadlines are met;
3. Maintain database of all material presented in support of action closures;
4. Obtain and distribute presentation material prior to technical meetings;
5. Create and update presentations addressing schedule status; and
   Attend Board meetings to ensure appropriate updating of schedules.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS: Revised from Task Order # TD01-00-001

SCHEDULE AND/OR MILESTONES:

Final Report - Dependent on M/B TV 10/12/01

CWC:	PERFORMANCE STANDARDS: *J-5 , I.1 , I.6*
WBS: *I.6*	
Period of Performance: 9/1/01 – 12/31/01	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #:ED40-00-002R1
UPN:	DATE: 9/1/01

Program/Project/Office: ED Special Studies

TASK DESCRIPTIONS:

Engineering Directorate support to the X34A Mishap Investigation Board.

In accordance with PWS 1.6, Engineering Directorate Special Studies, PWI will provide the following support to the X34A Mishap Investigation Board.

1. Organize, compile, and distribute all technical documentation;
2. Create, maintain, and document schedules required to ensure technical presentation for action closure deadlines are met;
3. Maintain database of all material presented in support of action closures;
4. Obtain and distribute presentation material prior to technical meetings;
5. Create and update presentations addressing schedule status; and
   Attend Board meetings to ensure appropriate updating of schedules.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS: Revised from Task Order # TD01-00-001

The reason for this revision is to extend the Period of Performance through 2/15/02

SCHEDULE AND/OR MILESTONES:

CWC:	PERFORMANCE STANDARDS:
WBS:	
Period of Performance: 9/1/01 – 2/15/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #:ED40-00-002R2~~1~~
UPN: 713-10-P1 and/or 706-85-P1	DATE: 2-15-02

Program/Project/Office: ED Special Studies

TASK DESCRIPTIONS:

ED through Pace and Waite, Inc., will provide contractor support to TD for Special Studies including Mishap Investigation Boards (MIB's), Tiger Teams, and Special Assessment Team Activities in support of TD02 Project Resources Teams as follows:

1. Prepare inputs for discrete annual Program Operating Plans (short duration approximately 8-10 weeks per year).

2. Prepare discrete semi-annual Phasing Plan inputs and updates (short duration approximately 2-3 weeks per year each).

3. Prepare monthly workforce, commitment, obligation and cost phasing plan versus actual reports (short duration 3-4 days per month).

4. Provide input for discrete, short-duration special project Tiger Team activities:
   a. Geographical Distribution of Funds Allocation (annually)
   b. Intramural/Extramural Funds Allocation (annually)
   c. Reimbursable Funds Plans (quarterly)
   d. Suballotment of Funds Plans (quarterly)
   e. Program Leadership Team (PLT) activities (quarterly)
   f. Creation and Updating of Project Plans (annually at varying times)
   g. NASA Research Announcement (NRA) Evaluations (annually at varying times)

5. Perform various short-duration, discrete resource (budget/workforce) related program tasks in support of TD02 as required.

6. Perform data management duties on short duration, discrete Tiger Teams and MIB's as required.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS: Revised from Task Order # TD01-00-001

The reason for this revision is to extend the Period of Performance through ~~2/15/02~~ 8/31/02 and to add travel dollars for trip to Washington, D.C. and to revise the Task Description.

SCHEDULE AND/OR MILESTONES:

CWC:	PERFORMANCE STANDARDS:	
WBS:		
Period of Performance: 9/1/01 – ~~12/31/01~~ ~~2/15/02~~ 8/31/02		

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #:ED40-00-002R2+
UPN: 713-10-P1 and/or 706-85-P1	DATE: 2-15-02

Program/Project/Office: ED Special Studies

TASK DESCRIPTIONS:

ED through Pace and Waite, Inc., will provide contractor support to TD for Special Studies including Mishap Investigation Boards (MIB's), Tiger Teams, and Special Assessment Team Activities in support of TD02 Project Resources Teams as follows:

1. Prepare inputs for discrete annual Program Operating Plans (short duration approximately 8-10 weeks per year).

2. Prepare discrete semi-annual Phasing Plan inputs and updates (short duration approximately 2-3 weeks per year each).

3. Prepare monthly workforce, commitment, obligation and cost phasing plan versus actual reports (short duration 3-4 days per month).

4. Provide input for discrete, short-duration special project Tiger Team activities:
    a. Geographical Distribution of Funds Allocation (annually)
    b. Intramural/Extramural Funds Allocation (annually)
    c. Reimbursable Funds Plans (quarterly)
    d. Suballotment of Funds Plans (quarterly)
    e. Program Leadership Team (PLT) activities (quarterly)
    f. Creation and Updating of Project Plans (annually at varying times)
    g. NASA Research Announcement (NRA) Evaluations (annually at varying times)

5. Perform various short-duration, discrete resource (budget/workforce) related program tasks in support of TD02 as required.

6. Perform data management duties on short duration, discrete Tiger Teams and MIB's as required.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS: Revised from Task Order # TD01-00-001

The reason for this revision is to extend the Period of Performance through 2/15/02 8/31/02 and to add travel dollars for trip to Washington, D.C. and to revise the Task Description.

SCHEDULE AND/OR MILESTONES:

IC:	PERFORMANCE STANDARDS:	
WBS:		
Period of Performance: 9/1/01 – 12/31/01 2/15/02 8/31/02		

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #:ED40-00-003
UPN: 713 - 10-90	DATE: 3-21-02

Program/Project/Office: ~~CDM Support for~~ Advanced Space Transportation Projects (ASTP) Office
~~Schedules~~   RSF

TASK DESCRIPTIONS:

Provide support to the Space Transportation Directorate (TD) for Special Study Activities in support of the TD15 Advanced Space Transportation Program, as follows:

1. Provide initial, discrete, detailed schedules for the Hypersonics Investment Area (IA) consisting of the following projects:
   a. ISTAR
   b. RTA
   c. X-43C
   d. Airframe Technology
   e. Propulsion Technology and Integration

2. Provide discrete Investment Area integrated rollup schedules for each of the detailed Hypersonics IA, In-Space Propulsion IA, and Revolutionary Research IA project schedules.

3. Provide an ASTP Program Level rollup schedule from the detailed Hypersonics, In-Space Propulsion, and Revolutionary Research project schedules.

4. Maintain accuracy of schedules once per month.

5. Attend ISTAR scheduling meetings weekly, or as notified.

6. Prepare special schedules as requested by IA and Program managers for short turnaround needs.

7. Provide other, newly-identified, detailed third generation schedules as needed to support all of the ASTP schedule development. Support to be confined to discrete, short-duration schedule development and integration activities.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

All project technical review milestones are subject to project schedules.

Quality records will be maintained IAW MPG 1440.2.

SCHEDULE AND/OR MILESTONES:

IC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost and customer satisfaction	
WBS: 1.63 RSFCN		RSF
Period of Performance: 4/01/02 – 8/31/02		

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: FD20-00-001
UPN: *478-83-01*	DATE: *10/12/01 TV*

Program/Project/Office: CDM Support for Node 2/3

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support the Node 2/3 project.

1. Provide CM and DM support to the Node 2/3 Projects to define and implement the CDM systems per MPG 8040.1 and MPG 7120.3.
2. Review the CM and DM plans per the milestones specified below and update as required. Ensure compliance with MWI 8040.1 and MWI 7120.5.
3. Provide the Secretariat for the Node 2/3 CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
   a. Reserve project, CCB, and effectively codes with the MSFC Release Desk
   b. Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
   c. Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number; receive ISS Program changes.
   d. Coordinate with project for assignment of CPE and evaluators
   e. Distribute change packages for review, coordinate with CPE and schedule for CCB
   f. Prepare and distribute CCB agendas and minutes and administer the CCB meetings
   g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
   h. Track SSCN actions to completion.
   i. Provide CCB Change Evaluations to higher-level board as applicable.
   j. Aid project to submit proposed changes to higher level boards as applicable (i.e. ISS Change Request)
4. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
5. Provide CM support to the FCA/PCA (or equivalent review) in accordance with MWI 8040.6.
6. Support internal CM Audits and external CM Audits in accordance with MWI 8040.7.
7. Administer the document control process for non-CCB documents in accordance with MPG 7120.3 and the DM Plan. Review project data for preparation compliance with MWI 7120.4.
8. Receive and track data deliverables (BDEALS), primarily electronic delivery by FTP.
9. Serve as the Master List custodian in accordance with MPG 7120.3.
10. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board Secretary and minutes.
11. Compile Acceptance Data Packages (ADP's).
12. Pre-screen ISS Program changes for Node 2/3 impact utilizing project-provided keywords.
13. Provide changes to screening group for further screening and action.

14. Receive ISS PIRN's related to Node 2/3 ICD's, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation, and prepare consolidated change evaluation. Provide consolidated change evaluation to the ISS ICWG Secretariats.
15. Maintain the Node 2/3 website.
16. Maintain reference files of project data.
17. Receive, file, and track data packages received from Alenia or Boeing; track data requests by Alenia or project personnel
18. Provide programming and administration for the Node RID System Filemaker Pro Database.
19. Coordinate with the FD20 OCIO and ODIN concerning the Node server, web services, FTP services, Filemaker Pro server, and required security, passwords, etc.
20. Provide administrative support for presentations and reproduction as time allows.
21. Provide reporting and maintain records for all CDM tasks.
22. Coordinate Project participation in weekly ISS boards and panels.
23. Maintain working files of all ISS changes relative to Nodes Project.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~ *TV 10/12/01*
ac 10/12/01
Jm 10/21/01

SCHEDULE AND/OR MILESTONES:

02/01/02 - Review CM Plan
02/2002 - Review Dm Plan
05/2002 - Node 3 Design Review 2 (DR2)
09/2002 - Node 2 Acceptance Review

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 – 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: FD20-00-001
UPN: **478-83-01**	DATE: **10/12/01 TV**

Program/Project/Office: CDM Support for Node 2/3

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support the Node 2/3 project.

1. Provide CM and DM support to the Node 2/3 Projects to define and implement the CDM systems per MPG 8040.1 and MPG 7120.3.
2. Review the CM and DM plans per the milestones specified below and update as required. Ensure compliance with MWI 8040.1 and MWI 7120.5.
3. Provide the Secretariat for the Node 2/3 CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
   a. Reserve project, CCB, and effectively codes with the MSFC Release Desk
   b. Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
   c. Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number; receive ISS Program changes.
   d. Coordinate with project for assignment of CPE and evaluators
   e. Distribute change packages for review, coordinate with CPE and schedule for CCB
   f. Prepare and distribute CCB agendas and minutes and administer the CCB meetings
   g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
   h. Track SSCN actions to completion.
   i. Provide CCB Change Evaluations to higher-level board as applicable.
   j. Aid project to submit proposed changes to higher level boards as applicable (i.e. ISS Change Request)
4. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
5. Provide CM support to the FCA/PCA (or equivalent review) in accordance with MWI 8040.6.
6. Support internal CM Audits and external CM Audits in accordance with MWI 8040.7.
7. Administer the document control process for non-CCB documents in accordance with MPG 7120.3 and the DM Plan. Review project data for preparation compliance with MWI 7120.4.
8. Receive and track data deliverables (BDEALS), primarily electronic delivery by FTP.
9. Serve as the Master List custodian in accordance with MPG 7120.3.
10. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board Secretary and minutes.
11. Compile Acceptance Data Packages (ADP's).
12. Pre-screen ISS Program changes for Node 2/3 impact utilizing project-provided keywords.
13. Provide changes to screening group for further screening and action.

14. Receive ISS PIRN's related to Node 2/3 ICD's, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation, and prepare consolidated change evaluation. Provide consolidated change evaluation to the ISS ICWG Secretariats.
15. Maintain the Node 2/3 website.
16. Maintain reference files of project data.
17. Receive, file, and track data packages received from Alenia or Boeing; track data requests by Alenia or project personnel
18. Provide programming and administration for the Node RID System Filemaker Pro Database.
19. Coordinate with the FD20 OCIO and ODIN concerning the Node server, web services, FTP services, Filemaker Pro server, and required security, passwords, etc.
20. Provide administrative support for presentations and reproduction as time allows.
21. Provide reporting and maintain records for all CDM tasks.
22. Coordinate Project participation in weekly ISS boards and panels.
23. Maintain working files of all ISS changes relative to Nodes Project.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~ _TV 10/12/01_
_AC rc/12/c1_
_Jm rc/21/c1_
_N_

SCHEDULE AND/OR MILESTONES:

02/01/02 - Review CM Plan
02/2002 - Review Dm Plan
05/2002 - Node 3 Design Review 2 (DR2)
09/2002 - Node 2 Acceptance Review

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
riod of Performance: 9/1/01 – 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: FD20-00-002
UPN:	DATE: 10/15/01

Program/Project/Office: CDM Support for External Carriers Group (FD23)

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the Hardware Development and Integration Group within the Flight Projects Directorate.

1. Provide CM and DM support to the External Carriers projects to define and implement the CDM systems per MPG 8040.1 and MPG 7120.3.
2. Prepare the CM and DM plans per the milestones specified below and update as required. Ensure compliance with MWI 8040.1 and MWI 7120.5.
3. Provide the Secretariat for the External Carrier CCB's in accordance with MWI 8040.2. Secretariat responsibilities include:
    a. Reserve project, CCB, and effectively codes with the MSFC Release Desk
    b. Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
    c. Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number; receive ISS Program changes (after screening by project)
    d. Coordinate with project for assignment of CPE and evaluators
    e. Distribute change packages for review, coordinate with CPE and schedule for CCB
    f. Prepare and distribute CCB agendas and minutes and administer the CCB meetings
    g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
    h. Track CCBD actions to completion, update CPTAS, and maintain PCN files
    i. Provide CCB Change Evaluations to higher-level Board as applicable.
    j. Aid project to submit proposed changes to higher level boards as applicable (i.e. ISS Change Request)
4. Provide configuration accounting in accordance with MPG 8040.1 and MSFC-MNL-1951. This includes maintenance of PCN files and usage of CPTAS. Utilize project tracking and accounting systems (Filemaker Pro and Excel) to supplement CPTAS as needed.
5. Provide CM support to the FCA/PCA (or equivalent review) in accordance with MWI 8040.6.
6. Support internal CM Audits and external CM Audits in accordance with MWI 8040.7.
7. Administer the document control process for non-CCB documents in accordance with MPG 7120.3 and the DM Plan. Review project data for preparation compliance with MWI 7120.4.
8. Support Design Reviews by administering the RID system and tracking RID's to closure, and providing the Preboard/Board Secretary and minutes.
9. Receive and pre-screen ISS Program changes for External Carrier project impact utilizing project-provided keywords. Provide changes to project designee for screening.
10. Provide reporting and maintain records for all CDM tasks.
11. Serve as the Master List custodian in accordance with MPG 7120.3

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~

TV 10/15/01
al 10/15/01
PW 10/15/01

SCHEDULE AND/OR KEY MILESTONES:
Revision Update to External Carriers Charter Letter – Dec. 01
Revision Draft of the External Carriers CM plan – Dec 01
Revision Draft of the External Carriers DM plan – Dec 01
Final Draft of the External Carriers CM Plan – Feb. 02
Final Draft of the External Carriers DM Plan – Feb. 02

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 – 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: FD20-00-003
UPN: 477-72-ω1 477-72-x1	DATE: 10/12/01

Program/Project/Office: CDM Support for ECLSS (FD21)

TASK DESCRIPTIONS:

The contractor shall provide configuration and data management (CDM) support to the ECLSS Project by performing the tasks under WBS 1.3 of this contract.

1. Provide CM and DM support to the ECLSS Group projects to define and implement the ECLSS CDM systems per MPG 8040.1 and MPG 7120.3.
2. Review the CM and DM plans per the milestones specified below and update as required. Ensure compliance with MWI 8040.1 and MWI 7120.5.
3. Provide the Secretariat for the ECLSS CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
   a. Reserve project, CCB, and effectively codes with the MSFC Release Desk
   b. Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
   c. Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number; receive ISS Program changes (after screening by project)
   d. Coordinate with project for assignment of CPE and evaluators
   e. Distribute change packages for review, coordinate with CPE and schedule for CCB
   f. Prepare and distribute CCB agendas and minutes and administer the CCB meetings
   g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
   h. Track CCBD actions to completion, update CPTAS, and maintain PCN files
   i. Provide CCB Change Evaluations to higher-level board as applicable.
   j. Aid project to submit proposed changes to higher level boards as applicable (i.e. ISS Change Request)
4. Provide configuration accounting in accordance with MPG 8040.1 and MSFC-MNL-1951. This includes maintenance of PCN files and usage of CPTAS. Utilize project tracking and accounting systems (Filemaker Pro and Excel) to supplement CPTAS as needed.
5. Provide CM support to the FCA/PCA (or equivalent review) in accordance with MWI 8040.6.
6. Support internal CM Audits and external CM Audits in accordance with MWI 8040.7.
7. Administer the document control process for non-CCB documents in accordance with MPG 7120.3 and the DM Plan. Review project data for preparation compliance with MWI 7120.4.
8. Receive and track data deliverables (contract DPD and in-house IDRD).
9. Serve as the Master List custodian in accordance with MPG 7120.3.
10. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board Secretary and minutes.
11. Compile Acceptance Data Packages (ADP's).
12. Maintain the ECLSS website.

13. Administer the ECLSS Group action tracking system.
14. Maintain reference files of CDM data as time allows.
15. Provide administrative support for presentations and reproduction as time allows.

Special Instructions

The Contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 wk prior to depletion of funds.

TV 10/12/01
Jm 10/12/01

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 – 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: FD20-00-004
UPN: 575-15-70	DATE: 10-15-01

Program/Project/Office: CDM Support for Pressurized Carriers Group (FD24)

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the Hardware Development and Integration Group within the Flight Projects Directorate.

1. Provide CM support to the Pressurized Carriers projects to define and implement the CDM systems per MPG 8040.1. Review the project DM system against MPG 7120.3 requirements and advise the Project.
2. Prepare the CM plan per the milestones specified below and update as required. Ensure compliance with MWI 8040.1. Review the Project Plan for DM requirements per MWI 7120.5 and provide comments to the Project.
3. Provide the Secretariat for the Pressurized Carriers CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
   a. Reserve project, CCB, and effectively codes with the MSFC Release Desk
   b. Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
   c. Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number; receive ISS Program changes (after screening by project)
   d. Coordinate with project for assignment of CPE and evaluators
   e. Distribute change packages for review, coordinate with CPE and schedule for CCB
   f. Prepare and distribute CCB agendas and minutes and administer the CCB meetings
   g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
   h. Track CCBD actions to completion, update CPTAS, and maintain PCN files
   i. Provide CCB Change Evaluations to higher level Board as applicable (i.e. ISS CM).
   j. Aid project to submit proposed changes to higher level boards as applicable (i.e. ISS Change Request)
4. Provide configuration accounting in accordance with MPG 8040.1 and MSFC-MNL-1951. This includes maintenance of PCN files and usage of CPTAS. Utilize project tracking and accounting systems (Filemaker Pro and Excel) to supplement CPTAS as needed.
5. Support internal CM Audits.
6. Receive ISS PIRN's related to Pressurized Carrier project ICD's, coordinate with project engineering to assign CPE and evaluators, distribute and track evaluations, prepare consolidated change evaluation and route for signatures. Provide consolidated change evaluation to the ISS ICWG Secretariats.
7. Pre-screen ISS Program changes for Pressurized Carrier project impact utilizing project-provided keywords. Provide changes to project designee for screening.
8. Provide reporting and maintain records for all CDM tasks.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds. *Contractor will notify Project Manager if actuals will exceed $50,000.* LKM ASH

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~

TV 10/15/01
PW 10/15/01
AC 10/15/01

SCHEDULE AND/OR KEY MILESTONES:

CM draft Pressurized Carriers plan - Dec 01
Final CM Pressurized Carriers Draft plan - Feb 02
Pressurized Carriers Charter Letter – Dec 01

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 – 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: FD20-00-004R1
UPN: 575-15-70	DATE: *1-10-02*

Program/Project/Office: CDM Support for Pressurized Carriers Group (FD24)

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the Hardware Development and Integration Group within the Flight Projects Directorate.

1. Provide CM support to the Pressurized Carriers projects to define and implement the CDM systems per MPG 8040.1. Review the project DM system against MPG 7120.3 requirements and advise the Project.
2. Prepare the CM plan per the milestones specified below and update as required. Ensure compliance with MWI 8040.1. Review the Project Plan for DM requirements per MWI 7120.5 and provide comments to the Project.
3. Provide the Secretariat for the Pressurized Carriers CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
    a. Reserve project, CCB, and effectively codes with the MSFC Release Desk
    b. Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
    c. Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number; receive ISS Program changes (after screening by project)
    d. Coordinate with project for assignment of CPE and evaluators
    e. Distribute change packages for review, coordinate with CPE and schedule for CCB
    f. Prepare and distribute CCB agendas and minutes and administer the CCB meetings
    g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
    h. Track CCBD actions to completion, update CPTAS, and maintain PCN files
    i. Provide CCB Change Evaluations to higher level Board as applicable (i.e. ISS CM).
    j. Aid project to submit proposed changes to higher level boards as applicable (i.e. ISS Change Request)
4. Provide configuration accounting in accordance with MPG 8040.1 and MSFC-MNL-1951. This includes maintenance of PCN files and usage of CPTAS. Utilize project tracking and accounting systems (Filemaker Pro and Excel) to supplement CPTAS as needed.
5. Support internal CM Audits.
6. Receive ISS PIRN's related to Pressurized Carrier project ICD's, coordinate with project engineering to assign CPE and evaluators, distribute and track evaluations, prepare consolidated change evaluation and route for signatures. Provide consolidated change evaluation to the ISS ICWG Secretariats.
7. Pre-screen ISS Program changes for Pressurized Carrier project impact utilizing project-provided keywords. Provide changes to project designee for screening.
8. Provide reporting and maintain records for all CDM tasks.

TASK ORDER	
CDM SERVICES CONTRACT	

SPECIAL INSTRUCTIONS: The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

*The contractor shall notify the Project Manager if projected cost actuals will exceed $51,596.

The reason for revision R1 to the Task Order is to provide travel dollars to cover a trip to JSC for support of UF-1 Mission.

<u>SCHEDULE AND/OR KEY MILESTONES:</u>

CM draft Pressurized Carriers plan - Dec 01
Final CM Pressurized Carriers Draft plan - Feb 02
Pressurized Carriers Charter Letter – Dec 01

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 – 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: FD20-00-004R1
UPN: 575-15-70	DATE: 1-10-02

Program/Project/Office: CDM Support for Pressurized Carriers Group (FD24)

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the Hardware Development and Integration Group within the Flight Projects Directorate.

1. Provide CM support to the Pressurized Carriers projects to define and implement the CDM systems per MPG 8040.1. Review the project DM system against MPG 7120.3 requirements and advise the Project.
2. Prepare the CM plan per the milestones specified below and update as required. Ensure compliance with MWI 8040.1. Review the Project Plan for DM requirements per MWI 7120.5 and provide comments to the Project.
3. Provide the Secretariat for the Pressurized Carriers CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
    a. Reserve project, CCB, and effectively codes with the MSFC Release Desk
    b. Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
    c. Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number; receive ISS Program changes (after screening by project)
    d. Coordinate with project for assignment of CPE and evaluators
    e. Distribute change packages for review, coordinate with CPE and schedule for CCB
    f. Prepare and distribute CCB agendas and minutes and administer the CCB meetings
    g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
    h. Track CCBD actions to completion, update CPTAS, and maintain PCN files
    i. Provide CCB Change Evaluations to higher level Board as applicable (i.e. ISS CM).
    j. Aid project to submit proposed changes to higher level boards as applicable (i.e. ISS Change Request)
4. Provide configuration accounting in accordance with MPG 8040.1 and MSFC-MNL-1951. This includes maintenance of PCN files and usage of CPTAS. Utilize project tracking and accounting systems (Filemaker Pro and Excel) to supplement CPTAS as needed.
5. Support internal CM Audits.
6. Receive ISS PIRN's related to Pressurized Carrier project ICD's, coordinate with project engineering to assign CPE and evaluators, distribute and track evaluations, prepare consolidated change evaluation and route for signatures. Provide consolidated change evaluation to the ISS ICWG Secretariats.
7. Pre-screen ISS Program changes for Pressurized Carrier project impact utilizing project-provided keywords. Provide changes to project designee for screening.
8. Provide reporting and maintain records for all CDM tasks.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS: The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

*The contractor shall notify the Project Manager if projected cost actuals will exceed $51,500. *$52,478* TV

The reason for revision R1 to the Task Order is to provide travel dollars to cover a trip to JSC for support of UF-1 Mission.

SCHEDULE AND/OR KEY MILESTONES:

CM draft Pressurized Carriers plan - Dec 01
Final CM Pressurized Carriers Draft plan - Feb 02
Pressurized Carriers Charter Letter – Dec 01

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 – 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121 **UPN:** 575-15-70	**TASK ORDER #:** FD20-00-004R2 **DATE:** ~~1-10-02~~ JUL 0 2 2002

Program/Project/Office: CDM Support for Pressurized Carriers Group (FD24)

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the Hardware Development and Integration Group within the Flight Projects Directorate.

1. Provide CM support to the Pressurized Carriers projects to define and implement the CDM systems per MPG 8040.1. Review the project DM system against MPG 7120.3 requirements and advise the Project.
2. Prepare the CM plan per the milestones specified below and update as required. Ensure compliance with MWI 8040.1. Review the Project Plan for DM requirements per MWI 7120.5 and provide comments to the Project.
3. Provide the Secretariat for the Pressurized Carriers CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
   a. Reserve project, CCB, and effectively codes with the MSFC Release Desk
   b. Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
   c. Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number; receive ISS Program changes (after screening by project)
   d. Coordinate with project for assignment of CPE and evaluators
   e. Distribute change packages for review, coordinate with CPE and schedule for CCB
   f. Prepare and distribute CCB agendas and minutes and administer the CCB meetings
   g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
   h. Track CCBD actions to completion, update CPTAS, and maintain PCN files
   i. Provide CCB Change Evaluations to higher level Board as applicable (i.e. ISS CM).
   j. Aid project to submit proposed changes to higher level boards as applicable (i.e. ISS Change Request)
4. Provide configuration accounting in accordance with MPG 8040.1 and MSFC-MNL-1951. This includes maintenance of PCN files and usage of CPTAS. Utilize project tracking and accounting systems (Filemaker Pro and Excel) to supplement CPTAS as needed.
5. Support internal CM Audits.
6. Receive ISS PIRN's related to Pressurized Carrier project ICD's, coordinate with project engineering to assign CPE and evaluators, distribute and track evaluations, prepare consolidated change evaluation and route for signatures. Provide consolidated change evaluation to the ISS ICWG Secretariats.
7. Pre-screen ISS Program changes for Pressurized Carrier project impact utilizing project-provided keywords. Provide changes to project designee for screening.
8. Provide reporting and maintain records for all CDM tasks.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The contractor shall notify the Project Manager if projected cost actuals will exceed $55,471.

Revision #2 is to update the travel requirement.

SCHEDULE AND/OR KEY MILESTONES:

CM draft Pressurized Carriers plan - Dec 01
Final CM Pressurized Carriers Draft plan - Feb 02
Pressurized Carriers Charter Letter – Dec 01

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 – 8/31/02	

TASK ORDER	
TASK ORDER CDM SERVICES CONTRACT	
CONTRACT #: NAS8-01121 UPN:	TASK ORDER #: FD30-00-001 DATE: *10/15/01*
Program/Project/Office: C&DM Support to POIF	

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to support the Payloads Operations & Integration Facility (POIF). Supporting tasks also include managing and coordinating the Real-time CM/DM operations support to the POIC/POIF during ISS operations.

– POIF DM (RICO) Tasks

1. Develop policies and manage updates to online real-time documents as per approved Operational Change Request (OCR) directives;
2. Integrate the Payloads Information Management System (PIMS) information contained in the Documents, OCR, and To Do list modules with recovery processes, policies, archive files, and RICO Real-time web site information;
3. Develop and maintain the RICO Data Management Plan and the Records Management Plan that detail the RICO team archive and management functions, operations, and quality record management in terms of databases, libraries, and console operations support;
4. Perform certified console operations over the RICO voice loops and in-turn train and certify the staff as competent to perform the same functions;
5. Act as a single point of contact for electronic real-time payload operations information change status;
6. Manage Operations Change Requests (OCR) implementation on specified document files maintained in the Payload Integration Management System (PIMS) configuration management tool during the processing states identified as the Payload Operations Integration Center (POIC) only.
7. Submit Engineering Change Requests (ECRs) per the Payload Operations handbook (POH) requirements to the POIF Configuration Management (POIF-CM) Group for follow-on processing by MSFC or JSC configuration control boards;
8. For RICO controlled documents, compare Configuration Control Board Directive (CCBD) version changes to online documentation, perform CCBD actions, and update documents with OCRs not included in the CCBD revisions;
9. Post the document revisions (with appropriate change control) into the PIMS Document Module, announce the new version distribution to the Payload Operations Director (POD) via voice communications, and email changes to cadre and other users;
10. In the event of a PIMS failure, provide action item, change request, and change update in-progress status reporting to the POD;
11. Input electronic OCR (EOCRs) into PIMS for International Partners and other Payload Developers (PDs).
Control and maintain records consisting of:

* Documents files
* Master List
* Forms

12. Maintain the RICO Reference ACCESS database files to facilitate the location, access, and recovery of archive documents in the Huntsville Operations Support Center (HOSC), building 4663.

13. Support cadre and customer requests for electronic documents and provide retrieval capability from storage locations in the HOSC and building 4610;

14. Manage and maintain on the RICO Real-Time web site using available application tools and FTP operations;

* Documents,
* Linkages,
* Data,

15. Perform rotational shifts to support the Cadre on a 5-day per week 12 hours per day basis (except government holidays).

16. Maintain all Master Lists.

17. Launch package support.
- Updating the MSFC Payload Operations of Flight Readiness (CoFR) Implementation Plan and supporting updates to the ISS Payloads CoFR as required.
- Integrating the PO&I Launch Package Assessment and tracking Open Work to closure for all Shuttle Flights to the ISS.
- Integrating and presenting the PO&I CoFR package for all Shuttle Flights to the ISS.

Performance requirements:

Maintain Quality Records
-Operations Change Requests (OCRs)
-POIC Daily Status Reports (DSR)
-Payload Anomaly Report (PARs)
-Cadre Console Logs (CLs)
-PAYCOM Console Log (PCL

Product Posting to the RICO Real-time
-Crew Training Matrix
-Daily Flow Plan (DFP)
-Designated Maintenance Items (DMI)
-Earth-To-Orbit Vehicle (ETOV)
       (Includes Flight Plans and Transfer Lists)
-On-Orbit Operations Summary (OOS)
-Operations Notes (Ops Notes)
-Payload Activity Resource Summary
-Short Term Plan (STP)

-Weekly Look Ahead Plans
-Other data as required and as pages are changed and modified

Document Maintenance

-Master List (Documents delivered to RICO from the Office of Primary responsibility or release Desk for posting to the RICO Real-time Posting)
--Data Management
--Ground Command Procedures
--Operations Documents
--Operations Manuals
--Planning Documents

– POIF CM Tasks

1. Secretariat Support for 3 Boards - PODFCB, NPOCB, POCB
2. Process all ECRs, Waivers, and CCBDs
3. Provide ECR's to Chairperson for creation of mandatory evaluators
4. Distribute ECR's and necessary attachments to reviewers
5. Receive and consolidate all comments on a matrix to be provided to CPE prior to TCM
6. Schedule date, time, place, call in number for all TCMs and send out notices to all reviewers
7. Provide CM Support at these TCMs by showing charts and answering any CM related questions
8. Schedule Board meetings (time, place, call in number) and send notices
9. Receive disposition comment matrix and board presentation package
10. Generate the CCBD
11. Transfer CCBD directed actions to Open Action Report
12. Prepare and distribute Board Minutes
13. Data Set Verification
14. Perform Status and Accounting on each change
15. CPTAS inputs
16. Distribute Monthly Open Action Report
17. Create hardcopy for all as a Quality Record
18. Post all ECRs, Waivers, CCBDs, Minutes, Notices of any nature, Actions list, Daily Calendar, to the CM web page.
19. Archive Increment Specific Files within OPMS
20. Receive OCRs daily that will become new ECRs
21. Screening Team Duties:
    * Monitor the POIF CM Mailbox for incoming
    * Once data is received, make necessary database inputs (filemaker pro)
    * Distribute the changes to mandatory evaluators and FYI
    * Notify Change Integrator of the suspense date as it nears
    * Prepare hardcopies as backup for screenings daily
22. Establish all CM & DM Plan
23. Maintain the POIF Web Site, to include posting items, creating pages, and changing pages.
24. Manage the POIF section of the Payloads Server where the POIF Web Site resides. The tasks

are:

   *Managing security on directories

   *Directory and file structure

   *Adding/removing users

   *General maintenance/troubleshooting.

25. Support the CM function by troubleshooting web server problems, connectivity problems, and computer system problems. Also build databases (or similar systems) for use (i.e., the ops tracking database)

26. Act as liaison between the Operations Branch and OAO/ODIN, CSC, and other computer hardware and software providers.

27. Serve as Configuration Manager for PDL activities.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~ *TV 10/15/01*
ac 10/15/01

Manage all records for which PWI is designated custodian in accordance with MPG 1440.2

SCHEDULE AND/OR MILESTONES:

— 01/2002 - Internal ISO compliant audit

— 04/2002 - Internal PWI Configuration Audit '

— 12/2001 & 06/2002 - Review the CM Plan for updates

— 11/2001 & 04/2002 - Review the DM Plan for updates

— 09/2001 – 08/2002 Support a minimum of 9 NPOCBs

— 09/2001 – 08/2002 Support a minimum of 12 PODFCBs

— 09/2001 – 08/2002 Provide 12 Monthly Action Logs

— 06/2002 – Review the POIF CM Web Page for updating

— 12/2001 – Baseline RICO Records Management Plan

— 1/2002 & 7/2002 Review RICO Console Operations Handbook

— 7/2002 – Complete the reestablishment of the RICO Library in 4610 with new document updates (approx 900 documents)

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/01/01 – 8/31/02	

TASK ORDER	
TASK ORDER	
CDM SERVICES CONTRACT	
CONTRACT #: NAS8-01121	TASK ORDER #: FD30-00-002
UPN:	DATE: _10/12/01_
Program/Project/Office: CDM Support for Payloads Integration & Operations Department	

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide <u>CDM</u> support to the Payloads Integrations & Operations Department.

MUPG Tasks (Configuration and Data Management)

1. Serve as Secretary for the EXPRESS Software Control Panel (ESCP).
2. Prepare and distribute ESCP minutes.
3. Receive Change Requests (CR) from the EXPRESS Payload Integration Managers (EPIMs).
4. Review CRs and Mandatory Evaluation List (MELs) for accuracy and completeness and forward to JSC/CM for processing.
5. Track PCB actions and initiate closure.
6. Serve as Configuration Manager for PDL activities. This includes promoting and demoting of data files and also verification of the updated data files.
7. Process ECRs, ECPs, CRs, deviations, and waivers.
8. CPTAS inputs.
9. Maintain Quality Records in accordance with MPG 1440.2.
10. Maintain a Project Master List.
11. Assign Program Control Numbers (PCN).
12. Maintain the following logs: PCN, Contract Letter, and Configuration Control Board Directive (CCBD).
13.Serve as Secretary for the MUPG CCB.
14. Determine the appropriate board to receive new changes: Level II-JSC, Level III-MSFC MUPG.
15. Coordinate with the Systems Engineering Lead for assignment of the Change Package Engineer.
16. Coordinate with the Change Package Engineer for reviewers and due dates.
17. Distribute Change Packages for review.
18. Prepare CCBDs.
19. Prepare/distribute agendas and minutes for the MUPG CCB.
20. Track MUPG CCB actions to closure.
21. Attend the weekly Payloads Control Board (PCB) and send out the preliminary and final agendas.
22. Support a weekly CM Telecon among the NASA centers.
23. Participate in the Contractor Coordination Meeting and provide status and accounting.
24. Support Contractor FCA/PCAs as needed.
25. Perform internal CM audits with our customer to the Contractor.
26. Receive contractor deliverables, prepare a Document Input Record (MSFC Form 2896) and forward

TASK ORDER
CDM SERVICES CONTRACT

to the MSFC Repository.

27. COTR support.
- Manage and maintain technical program documentation/data for the following projects.
  - o EXPRESS Rack (ER)
  - o EXPRESS Pallet (EP)
  - o Engineering Integration (EI)
  - o Window Observational Research Facility (WORF)
  - o International Subrack Interface Standard (ISIS)
  - o Payload Data Library (PDL)
- Coordinate the review of program data and changes made to the baseline data for the projects listed above.
- Distribute documentation/data and changes to the appropriate Project Managers, and coordinate comments with the appropriate program members from the above projects. Prepare change documentation to assess and implement revised program requirements.
- Conduct technical; reviews pf PO&I Department MSFC Work Instructions (MWI) and the POIF Project Plan to affect necessary changes required for ISO 9000 compliance.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~ *TV 10/12/01*
QC 10/12/01
Jm 17/12/01

SCHEDULE AND/OR MILESTONES:

— 01/2002 - Internal ISO compliant audit

— 04/2002 - Internal Configuration Audit

— 03/2002 - Update the CM Plan

— 03/2002 - Update the DM Plan

— 09/2001 – 08/2002 Support a minimum of 24 CCBs

— 09/2001 – 08/2002 Support a minimum of 12 ESCPs (EXPRESS Software Control Panel)

— 09/2001 – 08/2002 Participate in a minimum of 6 Contractor coordination meetings

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of performance: 9/1/01 – 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: FD40-00-001
UPN: *479-41-00*	DATE: *10/12/01*

Program/Project/Office: CDM Support for HMCG

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support the HOSC Management Coordination Group.

1. Assign PCN Numbers

2. Coordinate CPE assignment.

3. Prepare Review Request and Change Evaluation forms for approval and CCBD date.
4. Log PCN data in Excel PCN Log, CPTAS Generated Log, and CPTAS database.
5. Distribute copies of ECR, CE, and Review Request forms to addressees.
6. Build PCN file.
7. Maintain Quality Records in accordance with MPG 1440.2.
8. Prepare biweekly HMCG Board agenda.
9. Maintain the CCBD Log.
10. Record HMCG Board Minutes
11. Record PCN documentation actions opened by CCBDs in an Excel Documentation File to cross-reference DCN/SCN packages submitted by Book Managers.
12. Enter DPRS numbers provided by the Release Desk to baseline/revised documentation before submission to PWI checker and prepare MSFC Form 2896 for released documentation to Repository.
13. Close documentation actions in CPTAS database and file copies of published DCN/SCNs in affected PCN files and reference library.
14. Routinely audit CPTAS database for PCN closures/withdrawals and check for delinquent actions.
15. Send e-mails to action item actionees requesting update on delinquencies.

16. Perform Status Accounting, Configuration Identification

17. Perform Internal Audits as necessary

18. Serve as Secretariat for the HMCG

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~ TV 10/12/01
AL 10/12/01
Jm 10/12/01

SCHEDULE AND/OR MILESTONES:

- — 01/2002 - Internal ISO compliant audit
- — 04/2002 - Internal Configuration Audit
- — 12/2001 & 05/2002 - Review the CM Plan for updates
- — 09/2001 – 08/2002 Support a minimum of 18 CCBs

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: SD10-00-001
UPN:	DATE: *10/12/01* 𝒯𝒱

Program/Project/Office: CDM Support for MRPO

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Microgravity Research Program Office.

Receipt Desk Support for International Space Station MRPO

The contractor shall provide Configuration and Data Management (CDM) and CDM-related support to the MRPO ISS Deputy to implement Requirements Management functions, including data collection, distribution, filing, and tracking of changes initiated by JSC and promulgated through its WEB site and ISS PALs document posting and retrieval site. Specific tasks include:

1. Identification, distribution, status, and closure of ISS Change Requests (CRs), Change Directives (CDs), and Space Station Change Memos (SSCMs).
2. Identification, distribution, status, and closure of JSC/OZ CRs, CDs, Preliminary Interface Revision Notices (PIRNS), and documents pertinent to ISS MRPO.
3. Identification, distribution, status, and closure of MRPO PIRN.
4. Identification, distribution, tracking, and closure of JSC/OZ Action Items pertinent to ISS MRPO.
5. Attend Payload Control Board to record action items and notes.
6. Attend Pressurized PTR, Software PTR, Attached PTR, and JSC CM telecon to record action items and notes.
7. Tracking and status of changes and documents forwarded to the ISS MRPO screening/evaluation teams via PDS.
8. Maintain master change files (quality records) in accordance with MPG 1440.2. Planned implementation to electronic format is Jan 2002. Note: This task requires a scanner. Plan is to scan the signature and place it in the electronic file with the other change processing documents.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~ *TV 10/12/01*
Ca 10/12/01
Jm 10/12/01

SCHEDULE AND/OR MILESTONES:
CDM Support for MRPO (Receipt Desk Support for ISS MRPO)

MRPO Receipt Desk	Start build of electronic folders Scan signature and date of closure and place in electronic folder	Jan02
MRPO Receipt Desk	Audit Electronic Files	Jun02

WC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 09/01/01-08/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121 *also* UPN: *430-04-00 / 785-20-19U4* *395-10-20*	TASK ORDER #: SD20-00-001 DATE: *10/12/01*

Program/Project/Office: CDM Support for Solar-B

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the SOLAR-B project.

Provide CDM Support to define, implement and maintain a project CDM system that complies with NASA, MSFC MPG 8040.1 and any project unique requirements, and accommodates all external and internal CM interfaces. This function includes:

1.   OPR for CM / DM Plans (MWI 8040.1 / MWI7120.5)
2.   CCB Secretariat (MWI 8040.2)
3.   Administer the Document Control Process (DCP) for non- configuration documentation (MPG 7120.3)
4.   CM change processing and accounting (MWI 8040.2, MWI 8040.3, Project CM Plan)
5.   Process PIRNs through the project evaluation/disposition process and maintain tracking records and change files
6.   Provide support to projects to define CDM requirements for contract SOW's and CM Data Requirements. Review CDM related data deliverables when received by the project.
7.   Provide training to Project Personnel for CDM processes.
8.   Maintain Program Control Files (PCN) and support Records Management planning.
9.   Track and receive deliverable data per the project DPD, IDRD and DRL or equivalent.
10. Develop Project Master List and serve as Custodian. (MPG 7120.3)
11. Organize and post design review data-packs on web portal. (VRC)
12. Support administration of Technical/Design Reviews.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~ *TV 10/12/01*
Ce 10/12/01
Jm 10/12/01

Quality records will be maintained IAW MPG 1440.2

All Project technical reviews contained in the milestones are subject to Project schedules.

SCHEDULE AND/OR MILESTONES:

Solar-B
- 11/30/2001   - Solar-B PDR – Continue RID closure support

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121 _also_	TASK ORDER #: SD20-00-001
UPN: _430-04-00 / 785-20-13_ _398-10-20_	DATE: _10/12/01_

Program/Project/Office: CDM Support for Solar-B

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the SOLAR-B project.

Provide CDM Support to define, implement and maintain a project CDM system that complies with NASA, MSFC MPG 8040.1 and any project unique requirements, and accommodates all external and internal CM interfaces. This function includes:

1. OPR for CM / DM Plans (MWI 8040.1 / MWI7120.5)
2. CCB Secretariat (MWI 8040.2)
3. Administer the Document Control Process (DCP) for non- configuration documentation (MPG 7120.3)
4. CM change processing and accounting (MWI 8040.2, MWI 8040.3, Project CM Plan)
5. Process PIRNs through the project evaluation/disposition process and maintain tracking records and change files
6. Provide support to projects to define CDM requirements for contract SOW's and CM Data Requirements. Review CDM related data deliverables when received by the project.
7. Provide training to Project Personnel for CDM processes.
8. Maintain Program Control Files (PCN) and support Records Management planning.
9. Track and receive deliverable data per the project DPD, IDRD and DRL or equivalent.
10. Develop Project Master List and serve as Custodian. (MPG 7120.3)
11. Organize and post design review data-packs on web portal. (VRC)
12. Support administration of Technical/Design Reviews.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~ *TV 10/12/01*
Ca 10/12/01
Jm 10/12/01

Quality records will be maintained IAW MPG 1440.2

All Project technical reviews contained in the milestones are subject to Project schedules.

SCHEDULE AND/OR MILESTONES:

Solar-B
* 11/30/2001 - Solar-B PDR – Continue RID closure support

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: SD20-00-001R1
UPN: 430-04-00	DATE: 5-17-02

Program/Project/Office: CDM Support for Solar-B

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the SOLAR-B project.

Provide CDM Support to define, implement and maintain a project CDM system that complies with NASA, MSFC MPG 8040.1 and any project unique requirements, and accommodates all external and internal CM interfaces. This function includes:

1. OPR for CM / DM Plans (MWI 8040.1 / MWI7120.5)
2. CCB Secretariat (MWI 8040.2)
3. Administer the Document Control Process (DCP) for non- configuration documentation (MPG 7120.3)
4. CM change processing and accounting (MWI 8040.2, MWI 8040.3, Project CM Plan)
5. Provide support to projects to define CDM requirements for contract SOW's and CM Data Requirements. Review CDM related data deliverables when received by the project.
6. Provide training to Project Personnel for CDM processes.
7. Maintain Program Control Files (PCN) and support Records Management planning.
8. Track and receive deliverable data per the project DPD, IDRD and DRL or equivalent.
9. Develop Project Master List and serve as Custodian. (MPG 7120.3)
10. Organize and post design review data-packs on web portal. (VRC)
11. Support administration of Technical/Design Reviews.
12. Provide secretariat and administrative support to the SOLAR-B Verification Control Board (VCB) to include
    a. Distributing verification packages to VCB members, collecting evaluations
    b. Working with Verification managers to define disposition for VCB
    c. Preparing agenda for VCB meeting, recording VCB minutes, writing draft directives for VCB disposition of verification packages, recording results in verification closure matrix, distributing VCB packages to records.
13. Participate in CM Audits of SOLAR-B contractors.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

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Quality records will be maintained IAW MPG 1440.2

All Project technical reviews contained in the milestones are subject to Project schedules.

The reason for Revision 1 of Task Order: To increase the level of effort for support to the Solar-B project.

SCHEDULE AND/OR MILESTONES:

Solar-B
- 11/30/2001   - Solar-B PDR – Continue RID closure support

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121 UPN: **785-20-13**	TASK ORDER # SD20-00-002 DATE: **10/12/01**

Program/Project/Office: CDM Support for GLAST Burst Monitor

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to GLAST Burst Monitor projects.

Provide CDM Support to define, implement and maintain a project CDM system that complies with NASA, MSFC MPG 8040.1 and any project unique requirements, and accommodates all external and internal CM interfaces. This function includes:

1. OPR for CM / DM Plans (MWI 8040.1 / MWI7120.5)
2. CCB Secretariat (MWI 8040.2)
3. Administer the Document Control Process (DCP) for non- configuration documentation (MPG 7120.3)
4. CM change processing and accounting (MWI 8040.2, MWI 8040.3, Project CM Plan)
5. Provide support to projects to define CDM requirements for contract SOW's and CM Data Requirements. Review CDM related data deliverables when received by the project.
6. Provide training to Project Personnel for CDM processes.
7. Maintain Program Control Files (PCN) and support Records Management planning.
8. Track and receive deliverable data per the project DPD, IDRD and DRL or equivalent.
9. Develop Project Master List and serve as Custodian. (MPG 7120.3)
10. Organize and post design review data-packs on web portal. (VRC)
11. Support administration of Technical/Design Reviews.

TASK ORDER
CDM SERVICES CONTRACT

Special Instructions:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~ *TV 10/12/01*
Qc 10/12/01
Jvn 10/12/01

Quality records will be maintained IAW MPG 1440.2

All Project technical reviews contained in the milestones are subject to Project schedules.

SCHEDULE AND/OR MILESTONES:

GLAST Burst Monitor

- 03/31/2002 - Burst Monitor PDR – Database administration and RID closure
- 10/01/2001 - Deliver draft CM Plan

4/01/2002   - Review CM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction.
WBS: 1.3	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: SD30-00-003
UPN: 210 - 10 - 50	DATE: 10/12/01

Program/Project/Office: CDM Support for GP-B

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to support the GP-B project.

Provide CDM Support to define, implement and maintain a project CDM system that complies with MSFC MPG 8040.1 and any program unique requirements, and accommodates all external and internal CM interfaces. This function includes:

1. OPR for CM / DM Plans (MWI 8040.1 / MWI7120.5)
2. OPR for Contract Surveillance Plan – GPB-PLAN-2001
3. Configuration Control Board Secretariat (MWI 8040.2)
4. Verification Control Board Secretariat (GPB-PLAN-2001)
5. Administer the Document Control Process (DCP) for non-configuration documentation (MPG 7120.3)
6. CM change processing and accounting (MWI 8040.2, MWI 8040.3, Program CM Plan)
7. Review CDM related data deliverables when received by the program.
8. Provide training to Project Personnel for CDM processes.
9. Maintain Program Control Files (PCN) and support Records Management planning.
10. Support FCA/PCA CM functions at FCA/PCA's, Acceptance Reviews, or PreShip Reviews
11. Track and receive deliverable data per the program DPD, IDRD and DRL or equivalent.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~

TV 10/12/01
QL 10/12/01
Jm 10/12/01

Quality records will be maintained IAW MPG 1440.2

SCHEDULE AND/OR MILESTONES:

- 07/01/2002 - Submit DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, 1.1, 1.3, Cost Control, and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 – 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: SD30-00-003R1
UPN: 210-10-50	DATE: 12/4/01

Program/Project/Office: CDM Support for GP-B

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to support the GP-B project.

Provide CDM Support to define, implement and maintain a project CDM system that complies with MSFC MPG 8040.1, MPG 7120.3 and any program unique requirements, and accommodates all external and internal CDM interfaces. This function includes:

1. OPR for CM / DM Plans (MWI 8040.1 / MWI7120.5)
2. OPR for Contract Surveillance Plan – GPB-PLAN-2001
3. Administer the Document Control Process (DCP) for non-configuration documentation (MPG 7120.3)
4. CM change processing and accounting (MWI 8040.2, MWI 8040.3, Program CM Plan)
5. Review CDM related data deliverables when received by the program.
6. Provide training to Project Personnel for CDM processes.
7. Maintain Program Control Files (PCN) and support Records Management planning.
8. Support FCAs/PCAs, Acceptance Reviews and PreShip Reviews
9. Track and receive deliverable data per the program DPD, IDRD and DRL or equivalent.
10. Review approval and implementation of the Program CM Plan and Contractor CM Plans.
11. Input to the GP-B Program Plan for CM/DM functions.
12. Insight of the SU and contractor CM Systems.
13. Planning and coordination of CM audits.
14. Review, approval and implementation of the GP-B Program Data Management activities.
15. Oversight of GP-B CM CCB activities.
16. Preparation of Management Reports on CM activities.
17. Secretariat for Configuration Control and Verification Control (GPB-PLAN-2001) Boards.
18. Support Design Reviews such as PDRs and CDRs with the RID System.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior

to depletion of funds.

Quality records will be maintained IAW MPG 1440.2

SCHEDULE AND/OR MILESTONES:

• 07/01/2002 - Submit DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, 1.1, 1.3, Cost Control, and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 – 8/31/02	**Charge Number: 3000.131.012, 3000132.012**

LABOR HOURS: 4,130   LABOR CATEGORIES:
                                       Senior Engineer (.6)
                                       C&DM Specialist (.5)
                                       Senior Engineer (.11)
                                       Senior Engineer (1.0)

TRAVEL COST:

SUBCONTRACTOR LABOR HOURS: SUBCONTRACTOR LABOR COST:

TRAINING TYPES: TRAINING COST:

OTHER RESOURCES REQUIRED:

BUREND COST RATE: $165,033

FEE COST: $10,614

TOTAL COST: $175,647

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: SD40-00-001
UPN: _398-96-01 (50%) 398-96-05 (50%)_	DATE: _10/15/01_

Program/Project/Office: CDM Support to MSG

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to support the Microgravity Science Glovebox Project. **This task order covers G-Limit and MSG.**

1. Develop in-house CM Plans in accordance with MWI 8040.1 in support of all Programs/Projects. Review all out-of-house deliverables to assure conformance with contractual requirements.
2. Provide a formal change control system for the management of all developed items. All changes to hardware and software configuration baselines will be formally controlled as specified in MWI 8040.2.
3. Provide a secretariat for each Program/Project to process change packages, prepare CCB Agenda's, schedule CCB meetings, and prepare minutes. This effort will be performed in accordance with MWI 8040.1 and 8040.3
4. Provide Configuration status accounting as specified in MPG 8040.1 by using the MSFC Change Processing Tracking, and Accounting System (CPTAS). Implementation and utilization of CPTAS shall be as specified in MSFC-MNL-1951.
5. Develop and maintain in-house DM Plans in accordance with MWI 7120.5.
6. Support all technical design reviews. Establish and maintain using the Review Item Discrepancy database in accordance with MSFC-MNL-2110.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~

TV 10/15/01
ac 10/15/01

SCHEDULES AND MILESTONES:
g-LIMIT

1.   Prepare draft DMP 2/1/02
2.   Support approximately 12 CCBs
3.   Review the DMP 8/1/02
4.   Review the CMP 2/02
5.   Review the CMP 8/02

MICROGRAVITY SCIENCE GLOVEBOX (MSG):

1.   Prepare draft DMP 3/15/02
2.   Support approximately 15 CCBs
3.   Review CMP 1/11/02
4.   Review CMP 7/02

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/01 - 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121	TASK ORDER #: SD40-00-002
UPN:	DATE: 10/15/01

Program/Project/Office: Data Management Support for MSAD

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3.2 and 1.3.3 of this contract to provide Data Management support to the Microgravity Science and Applications Department (MSAD) Manager and his Group Leads by defining, implementing, and maintaining a DM system that complies with NASA MSFC MPG 7120.3. Specific tasks are defined below:

1. Develop and maintain a DM Plan in accordance with MWI 7120.5. This DMP is to define the policies, procedures, and standards that will govern the processes to be used by the MSAD organizations in the implementation of the data management system within MSAD.
2. Establish the Document Control Boards (DCB) for the Office of the Manager and the Group Leads.
3. Provide a secretariat, for each established DCB, to process change packages, prepare DCB agendas, schedule DCB meetings, and prepare minutes. (Note: This includes support of the DCCBs and DCBs in SD41)
4. Establish tracking system that 1) contains all DCB action items 2) Reflects all baselined documents and their current revision and 3) reflects the latest released documentation maintained in the MSAD Quality Records Files.
5. Assign document numbers for MSAD generated documents in accordance with the MSAD DMP. Assure that this documentation adheres to the requirements of MWI 7120.4
6. This DM support for MSAD is initially using a paper process with plans to go electronic, using PDS.   Personnel are being trained to support PDS and the transition to electronics.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice~~.

Quality records will be maintained IAW MPG 1440.2

(iL 10/15/01,
sm 10/15/01
TV

SCHEDULE AND/OR MILESTONES:

1) Prepare draft DMP (10/15/01)
2) Prepare Charter Letters for DCBs (10/01/01)
3) Establish Tracking System (09/15/01)
4) Support approximately 20 DCB by providing services of c and d above.
5) Review DMP 4/19/02

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3.2, 1.3.3	
Period of Performance: 9/1/01 – 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121 UPN:	TASK ORDER #: SD40-00-002 R1 DATE: *1-17-02*

Program/Project/Office: Data Management Support for MSAD

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3.2 and 1.3.3 of this contract to provide Data Management support to the Microgravity Science and Applications Department (MSAD) Manager and his Group Leads by defining, implementing, and maintaining a DM system that complies with NASA MSFC MPG 7120.3. Specific tasks are defined below:

1. Develop and maintain a DM Plan in accordance with MWI 7120.5. This DMP is to define the policies, procedures, and standards that will govern the processes to be used by the MSAD organizations in the implementation of the data management system within MSAD.
2. Establish the Document Control Boards (DCB) for the Office of the Manager and the Group Leads.
3. Provide a secretariat, for each established DCB, to process change packages, prepare DCB agendas, schedule DCB meetings, and prepare minutes. (Note: This includes support of the DCCBs and DCBs in SD41)
4. Establish tracking system that 1) contains all DCB action items 2) Reflects all baselined documents and their current revision and 3) reflects the latest released documentation maintained in the MSAD Quality Records Files.
5. Assign document numbers for MSAD generated documents in accordance with the MSAD DMP. Assure that this documentation adheres to the requirements of MWI 7120.4
6. This DM support for MSAD is initially using a paper process with plans to go electronic, using PDS. Personnel are being trained to support PDS and the transition to electronics

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

~~Note: Cancellation of this Task Order by the Originator prior to the completion of the Period of Performance specified below requires a minimum of 30 days written notice.~~ *TV al*

Quality records will be maintained IAW MPG 1440.2

SCHEDULE AND/OR MILESTONES:

1) Prepare draft DMP (10/15/01)
2) Prepare Charter Letters for DCBs (10/01/01)
3) Establish Tracking System (09/15/01)
4) Support approximately 20 DCB by providing services of c and d above.
5) Review DMP 4/19/02

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3.2, 1.3.3	
Period of Performance: 9/1/01 – 8/31/02	